

CONFIDENTIAL

25X1

5 October 1984

MEMORANDUM FOR: Chief, New Building Planning Office

FROM:

DDO/SMO

SUBJECT: Individual Space Assignment Standards: New Building

1. The only exception to the subject space assignment standards that we have is in the assignment of space for the GS 14-15 at 110 sq ft on your listing for Workstation D. Those GS-14 and 15's who are supervisors certainly require more space than a GS 14-15 officer without such responsibilities. The figure for the supervisors should be 180 sq ft. This would allow the supervisor sufficient room to handle small conferences of his people and others that he is required to deal with. The space allocated to the non-supervisor GS 14-15's appears to us to be sufficient. 25X1

2. In regard to Workstation L, Special Analyst consisting of 150 sq ft we have the following requirements within the DO as shown below. These figures are as of this date and could change slightly in the future.

Latin America Division  
Soviet East European Division

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